

WebEOC Introduction

The State of Utah, Department of Public Safety, Division of Emergency Management (DEM) maintains a crisis-disaster management system, WebEOC, to manage large scale events, disasters and support or increase public safety information sharing and documentation — providing real-time situational awareness. One of the primary objectives of WebEOC is to provide incident commanders, community leaders and command level personnel one common operating picture of public safety operations, sensitive information and infrastructure problems and/or disruptions upon which to make informed, effective decisions in response, recovery and mitigation efforts.

WebEOC is also used as a gateway to share information between the State Emergency Operations Center (SEOC) and federal, state, local public safety entities and critical infrastructure partners. Additionally, WebEOC is one of the primary means of documentation, communications and incident management for the SEOC.

Policy

DEM shall maintain control of user access to the State of Utah installation of WebEOC and limit such access to key personnel who may be involved in local or statewide emergency operations and/or have the need to communicate with the SEOC. All users are required to sign a User Agreement Form in accordance with this policy. All users are encouraged to receive training from SEOC personnel, DEM Regional Liaisons or obtain training from on-line courses as provided by DEM. All users shall comply with the User Agreement.

DEM reserves the right to terminate a user's access to the WebEOC system at any time for suspected violation of this policy, operational security or negligent use.

Access: Access to the WebEOC system is intended for public safety representatives who serve in an operational capacity during large scale events or disasters, emergency management personnel, utility or critical infrastructure operational directors, DEM personnel and other Federal, State, local personnel, who require access to real-time information to make informed management decisions during events, incidents or disasters. Personnel will only be granted access if there is a true need to communicate with the SEOC, establish operational situational awareness, or access the management tools used with WebEOC.

Termination & Separation: Supervisors of those personnel who are granted access to WebEOC shall immediately notify the WebEOC Administrator upon separation of the individual from the agency or entity in which access rights were granted. Additionally, the supervisor shall immediately notify the WebEOC Administrator should there be a change in position of personnel within their agency to a position/level which no longer requires access. In order to maintain security of the system and manage the large number of users, access requirements will be strictly enforced.

Users are required to log into the system at least once per 90 day period. Failure to log in during this

time frame may result in suspension of or termination of access. Should user access be suspended or terminated, the user's supervisor will be required to make a request for reinstatement of the individual to the WebEOC Administrator.

Access & Training

All WebEOC users are required to have an individual account to access the system. To request access, a user must submit a WebEOC User Account Request Form to DEM. Completing the form requires approval authorization signatures and a justification as to why access is needed.

WebEOC training is scheduled at the SEOC on the second Tuesday of every month and pre-registration is required. To schedule personnel to attend the training, please email reythompson@utah.gov. Space for the training is on a first come, first served basis. Regional Trainings can be scheduled at various sites throughout the state. These are arranged in coordination with the DEM Liaison Officer for the area.

**WebEOC Access Request
And
User Agreement**

In order to maintain the security of the Utah State WebEOC System and manage the large numbers of users, access requirements will be strictly enforced. I understand and acknowledge that this website is a tool that contains information as received from many sources that may or may not be verified. Due to the rapidly changing nature of emergency operations not all changes, updates or corrections to information that are entered may be captured or recorded.

I agree that I shall not give out my password/access to others. Additionally, as this website may contain law enforcement sensitive information, personal information in which there is a privacy interest or terrorist related information depending on the type of incident involved, I will not show anyone who is not authorized any printed or online information or screen prints of information in WebEOC and will refer any requests for information from WebEOC to the Utah Division of Emergency Management (DEM).

Users are required to log into the system at least once per 90 day period. Failure to log in during this time frame may result in suspension or termination of access. Should user access be suspended or terminated, the user's supervisor or Emergency Management Director will be required to make a request for reinstatement of the individual to the DEM Director or Operations Section Chief.

Name	
Municipality/Agency	
Reason for Access	
Phone Number	
Email	
Date of Initial Training	
Instructor	
Signature	
Date	

